

**INFORMATION NETWORK OF KANSAS
BOARD OF DIRECTORS MEETING
Minutes of November 20, 2003**

The meeting was called to order at 2:06 p.m., November 20, 2003 at KTEC second floor conference room, 214 SW 6th, Topeka, Kansas.

The following Board members or proxy were present: Denise Moore, Ron Srajer, Todd Thompson, Tom Winters, Dennis Slimmer, and Tim Blevins. Others present were Hollingsworth, INK Executive Director; Ann Marshall of Kansas, Inc.; Duncan Friend of DISC; Robert Knapp and Bryan Stevenson of Kansas Information Consortium; and Mike Flach of Mize, Houser & Company.

Approval of Minutes - September 18, 2003

Motion was made by Dennis Slimmer to approve the September 18, 2003 minutes with an addition of reimbursement of November travel expense for Tom Winters and Todd Thompson. Todd Thompson seconded. Motion carried.

Approval of Treasurers Report

Hollingsworth introduced Mike Flach of Mize, Houser & Company. Hollingsworth pointed out under "Statement of Financial Position", 9/30/03 report line 202 Short Term Investments – Designated, is an account created by the Board to be used to designate financial assets earmarked for projects in past and was no longer useful. Ron Srajer recommended this line be put into Money Market Funds. Discussion ensued. Motion was made by Tom Winters to eliminate account line 202 and have the amount included in account line 104. Tim Blevins seconded. Motion passed.

Hollingsworth discussed the US Bank services for the INK checking and investment accounts. Hollingsworth suggested the establishment of a line of credit with Commerce Bank to pay the double payment required by the State at the fiscal year end in June. There was discussion regarding using the services of other banks. Tim Blevins proposed Hollingsworth work with the Treasurer on a proposal to present to the Board. Ron Srajer stated it was important to use Kansas banks.

Mike Flach explained the Fund Balances on page 2 of the financial report. There was discussion regarding specific accounting lines and their explanation. Hollingsworth stated he is having the accountants create an additional report of month-to-month of actual amounts for budgeting purposes.

Hollingsworth reported on the Wendling Noe Nelson and Johnson audit. They are doing an audit on both financial and contractual. There is no completion date set.

Hollingsworth reported on Expense Approval Process Flow. He stated that the obligations of the Board need to be processed in a timelier manner. Expenses will be presented to Treasurer on a bi-monthly basis and upon approval, Hollingsworth will forward to Mize, Houser & Company, who will generate the checks. The expenses will be included in the monthly financial report.

Jerry Lonergan joined the meeting.

Hollingsworth stated that funds generated from the sale of PKI digital certificates should be segregated into a separate account. Hollingsworth requested the establishment of a PKI account at Commerce Bank and that all monies currently collected and all future monies collected be transferred to this account. Tom Winters made a motion to establish a PKI bank account with signers of chairman and other appropriate Board members. Dennis Slimmer seconded. Motion passed.

Hollingsworth proposed that Debby Fitzhugh's name be removed from the Commerce account as a signatory authority. He explained that this is a result of the accounting now being done by Mize, Houser and Company and she would not have a need for access to this account. Tom Winters made a motion to file the Corporate Resolution to remove Debby Fitzhugh from the Commerce account. Tim Blevins seconded. Motion passed.

Dennis Slimmer made a motion to accept the Treasurers Report. Todd Thompson seconded. Motion passed.

Network Manager Report

Robert Knapp presented the KIC financials for September 2003, the contract with the Kansas Dental Board, and Service Request 320 - Unlimited Spring and Fall Turkey and Deer License Sales, Service Request 321 - KDWP Hosting Solution, and Service Request - 322 Legislative Division of Post Audit Report Query Application (attached). Motion was made by Tom Winters to accept the September 2003 KIC financials, approve the contract with the Kansas Dental Board, and approve Service Requests 320, 321, and 322. Dennis Slimmer seconded. Motion passed.

Robert Knapp presented the KIC financials for October 2003, and Service Request 324 - Preliminary Online Crash Reports (attached). Robert Knapp noted that 323 was skipped by mistake and does not exist. There was discussion on Service Request 324 with the Highway Patrol. Because of potential problems with lawsuits, the legality of the request is being reviewed. Robert Knapp noted that Ginger Park has been hired by KIC to work in marketing. He reported on the NIC Partner Conference. He said it was a success. Representatives from 14 states that NIC does business with attended. Robert Knapp reported on payment portal. Tim Blevins stated he would like to see a demo of this at a future meeting. Robert Knapp said that a KIC Business Plan has been submitted to Hollingsworth. Tom Winters motioned to accept the October KIC

financials, and approve Service Request 324. Todd Thompson seconded. Motion passed.

Executive Director Report

Hollingsworth asked for approval of the INK Board Mission Statement in the Strategic E-Government Plan:

To positively transform the relationship between citizens, business and governments through integrated, effective e-Government public information and services.

Dennis Slimmer made a motion to accept the statement. Tom Winters seconded. There was discussion on the statement. The statement was amended to add an "es" to business and the motion was amended. Motion passed.

Hollingsworth reported on the Grant Procedure and Guidelines. Hollingsworth reported that INK counsel has reviewed the document, and the Grant Request form was used for the Legislative Paperless Committee Pilot Project. Hollingsworth said that the process provides the three objectives the Board requested: 1) flexibility in granting period, 2) flexible in type of grant, and 3) can accommodate federal matching grants. Hollingsworth introduced a process for a "mini-grant", under \$5,000 outside of grant period to further increase flexibility. Discussion ensued concerning the timing of the grant submissions, eligibility and the availability of the Grant Request Form. Hollingsworth said that Kansas state agencies and associations that support a state agency - city and county agencies included - and associations such as Kansas Library Association and Wheat Growers are eligible. Ron Srajer suggested that the Board take the guidelines and procedures under advisement and revisit the approval at a later Board meeting.

Hollingsworth showed the Board an example of the tablet computers that were purchased as part of the paperless committee grant. Discussion ensued concerning the progress of the initiative. Denise Moore commented on the Legislature using microphones and web cameras to transmit committee hearings. Ron Srajer recommended Board members be notified when the committee meetings are so they can sign on to watch. Duncan Friend inquired if there were any plans to continue with this project. Hollingsworth stated he is unaware of future rollout plans at this time.

Hollingsworth reported on the INK Security Testing (attached). In May of 2003, INK contracted with Fishnet Security to perform a penetration and application test to evaluate potential system vulnerabilities. The tests were restricted to the pages and files specifically within the accessKansas domain. The goals of the test were to;

1. Reduce information security risk to INK.
2. Identify strengths and weaknesses in INK systems from an external perspective.
3. Identify strategies to mitigate risk in INK systems

The tests were performed over several weekends to reflect low usage times so as to provide the least interruption to user's ability to access State information.

In July, INK received documentation from the Network Manager demonstrating resolution of the potential vulnerabilities identified by the Fishnet Audit. Fishnet performed a rescan of the portal to validate the resolutions were performed satisfactorily. Discussion ensued concerning future steps and future tests. Tom Winters inquired what has been done regarding any problems found. Hollingsworth said that KIC has satisfactorily resolved all problems identified by Fishnet except one, and resolving the issue could cause several users the inability to interact with the site. A work around has been established with a download from the Microsoft website.

Other Business

Hollingsworth reported on the progress of Board Appointments. He is working with the appointment secretary in the Governors office. Hollingsworth stated he has spoken with the Kansas Wheat Growers Association, and they are interested, but have not committed. Ron Srajer suggested contacting the Kansas Livestock Association and the Kansas Farm Bureau. Jerry Lonergan requested that Hollingsworth and he meet separately to give suggestions for possible Board representatives. Dennis Slimmer suggested contacting Kansas Rural Development Council for suggestions.

Hollingsworth reported on the completion of the INK 2002 Annual Report. Fry and Allen are in the process of putting the finishing touches on the report. Discussion ensued concerning the availability and publishing of the report.

Hollingsworth reported he had received a call from the Governors office to use the State portal to link to more information for Kansas Government jobs. The Department of Administration will be combining the advertisement of Kansas Government jobs into a single advertisement. This will save the state money on advertising. They would also like to publish the accessKansas.gov website in order to send prospective job applicants to a single website for reviewing the detailed job descriptions and asked if accessKansas would place a link on their homepage for that purpose. Hollingsworth stated that their request has been satisfied and is on the homepage currently.

Todd Thompson excused himself from the meeting.

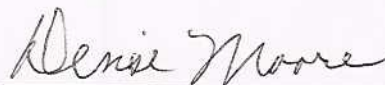
Jerry Lonergan gave a report on the *2003 Kansas, Inc. Annual Report*. He reported that the Kansas, Inc. Board of Directors would like to have a joint meeting with the INK Board in 2004.

Hollingsworth reported on the BEST Team Health and Human Services Delivery. The objective of the initiative is to allow citizens to locate facilities and phone numbers of health and human services available in their community. Hollingsworth stated that he has asserted that INK be the central depository for health service location information in the area for state agencies. This would eliminate the redundant requests from other information referral services requesting similar information from the state agencies. Discussions have been conducted with the Community Access Network (CAN) and the United Way of the Great Plains. United Way is interested in becoming the 211 provider for information and referral for the 211 initiative. There will be more discussion in the future as the 211 initiative progresses.

Hollingsworth reported his office is complete and he is planning to consult with a business interior design firm to get ideas for needed furniture and storage/filing units.

Hollingsworth reported that the next meeting will be on December 18, 2003 at 3:00pm.

The meeting adjourned at 4:20 p.m.

A handwritten signature in cursive script that reads "Denise Moore". The signature is written in dark ink and is positioned above a horizontal line.

Denise Moore, Secretary